

Dear Colleagues,

It is that time of year again to report on all of your excellent MCH work in FY13. Please keep in mind that the payment of your final invoice (September) will depend upon the approval of your final report.

- The reports that need to be completed by **October 31, 2013** are specified below.
- All reporting forms should be emailed to: cdphe.psmchreports@state.co.us
- The reporting timeframe for all of the forms is October 1, 2012 to September 30, 2013.
- Forms are available on the MCH web site at www.mchcolorado.org under MCH Guidelines and Forms for LPHA Partners.
- The FY13 MCH Guidelines have been updated to reflect the new reporting deadline. See www.mchcolorado.org for the updated version.

If you have any questions, please contact your MCH Generalist Consultant for assistance.

1. FY13 MCH Action Plan Annual Report

For annual reporting, update the following sections of the MCH priority-related action plans:

- Evaluation of Objective – Provide a brief narrative on the progress of the objective, including successes and challenges. Discuss how the strategy contributed to moving the objective forward. Include assessment of “as measured by” indicators that correspond to “criteria for success” in this section.
- Activity Monitoring Plan Completion – Comment if the activity was met or unmet.

For annual reporting, update the following sections of the “other” MCH action plans:

- Evaluation of Measure – Provide the actual measure of progress for the measure/indicator previously selected
- Evaluation of Objective – Provide a brief narrative on the progress of the objective, including successes and challenges. Discuss how the strategy contributed to moving the objective forward.
- Activity Monitoring Plan Completion – Comment if the activity was met or unmet.

2. MCH Core Services Annual Report

Information provided in the MCH Core Services Annual Report estimates the extent to which MCH programs have provided services at the different levels of the MCH Pyramid. Please see Appendices C and D of the FY13 MCH Guidelines for more information on the MCH Pyramid and the definitions of each level of service. This data will be used for Block Grant reporting purposes.

To complete this report form, follow the general instructions provided on the report form and the specific instructions listed below.

1. For each budget, review the objectives and activities included in the corresponding MCH Action Plan(s) or program area and report on the percentage of total budget funds focused on the different levels of the MCH pyramid. Consider the amount of time and effort that was involved in completing the objective/activity when developing the final percentage.

- Direct Services
- Enabling Services
- Population-based Approaches
- Infrastructure Building Approaches

2. On the Core Services Annual Report, enter the appropriate pyramid level percentages for each budget:

- Child & Adolescent
- Women of Reproductive Age
- Child and Youth with Special Health Care Needs – Medical Home
- Child and Youth with Special Health Care Needs – Care Coordination
- Child and Youth with Special Health Care Needs – Specialty Clinics

For core services estimates related to HCP Care Coordination and Specialty Clinics please allocate the percentages reflective of how your agency spent the budget. Please keep in mind that the HCP program components are not considered direct services and therefore no MCH funding should be reported in this service type.

3. HCP Annual Report

The HCP Annual Report has been changed for FY13. The report consists of four questions related to care coordination and family leadership/involvement. The instructions are on the form. Please contact an HCP team member if you have any questions.

Thank you.